

BOARD OF COMMISSIONERS MEETING

April 16, 2014

Minutes

The Board of Commissioners for the Rockville Housing Enterprises met in Open Session on April 16, 2014 at the administrative office for Rockville Housing Enterprises 621 a Southlawn Lane, Rockville, MD 20850

PRESENT

Chair Edward Duffy
Vice Chair Henry Battle
Commissioner Steve Marr

IN ATTENDANCE

Councilwoman Virginia Onley
Ms. Jessica Anderson, Executive Director
Ms. Stacy Brooks, Director of Housing Programs
Ms. Erin Wilson, City of Rockville Liaison
Ms. Mary E. Jones, Clerk

Chair Edward Duffy called the meeting to order at 6:30 pm.

6:30 P.M.

1. CONSENT ITEMS:

Chair Duffy asked for approval of the minutes for the March 19, 2014 meeting.

Vice Chair Henry Battle offered a motion to accept the minutes for March 19, 2014 as presented. Commissioner Steve Marr offered a second. All voted aye.

6:40 P.M.

2. INFORMATION EXCHANGE:

Executive Director's Report

- Director Anderson reported that she attended the Lincoln Park Civic Association Meeting for March.
- On March 25th 2014 a meeting was held for residents to review the 5 Year Plan. Two residents attended.
- On March 25, 2014 a meeting to detail and discuss the RAD program was held at which there 35 residents were attending. The meeting was held to familiarize the residents with the conversion to RAD PBRA. The Choice Mobility option was discussed with the residents. In order to receive a choice mobility voucher, residents have to have lived in the PBRA unit for two years after the conversion. Also a waiting list to receive a choice mobility voucher will be established exclusively for the PBRA families.
- RAD activities include the following: April 2014, activities will include a pre bid conference for the Physical Conditions Assessment for the RAD program was held on April 4, 2014. Request for Proposals on will be due April 18, 2014. The substantial

amendment to the 5 Year Plan to include RAD in the plan is due to HUD April 28, 2014. The decision to implement the PBRA for the RAD program is also due to HUD April 28, 2014.

- May 28, 2014, is the deadline for submission to HUD the completed Physical Condition Assessment report, the environmental reports, and proforma and title policies due to HUD.
- Director Anderson reported that RHE has submitted the request to the City for approval for the ability to secure the RAD loan and create a separate entity for the RAD project.
- An open house was held at Fireside Park on Saturday April 12, 2014. The property was in very good condition and the event was well attended. Occupancy is up with 11 move-ins in April. Five (5) of these families qualify for the below 60% AMI designation. There were Six (6) new move-ins in during the month of March. All six (6) were in the 60% AMI category. This improvement in the leasing has occurred with the new management team from Humphrey.
- The Affordable Housing Conference for Montgomery County will be held this year on May 3rd. Director Anderson will be registering Board members interested in attending along with several members of the RHE staff.
- RHE continues to wait for HUD to fund the 2014 operating fund allotment.
- The City has requested to recapture the funds that were allocated for Family Fun Night at David Scull Courts due to failure to hold activities on a regular and consistent basis. RHE has returned to the City Five Thousand Eight Hundred Dollars (\$5,800) in grant funds.

3. CITY OF ROCKVILLE REPORT – Erin Wilson

- The last date to adopt the City Budget will be May 12, 2014.
- EZ Storage is proposing to build a facility at the site of the old Hostess Bakery at Taft Street and First Street.
- The recent fire at the Upper Rock Units will delay opening of new MPDUs planned for this site.
- The City Master Plan will include a “Bike Way” and work is progressing on the update for the addition.
- RHE will be on the Agenda for the Mayor & Council meeting May 12, 2014

4. ACTION & DISCUSSION ITEMS:

There will no longer be a need for a Public Housing Admissions and Continued Occupancy Plan (ACOP) due to the public housing units being converted to Project Based Rental Assistance units. A Management Plan has been developed that outlines the management of RHE owned and managed units including the PBRA units, Low Income Housing Tax Credit RELP One Units and other affordable units directly managed by RHE.

A Landlord Seminar is scheduled for May 15, 2014. Invited guest speakers include Janet Kelly from the City of Rockville Human Rights, Reginald Hunter from Inspection Services, and Christina Casarella from City of Rockville Landlord Tenant Affairs Office.

Director Anderson asked Ms Brooks to report on the vacated accounts and recommend the accounts for write off. Ms. Brooks reported that the Relp One LP had one account eligible for write off in the amount of One Thousand six dollars and 20 cents (\$1006.20). The Public Housing Program had two accounts eligible for write off in the amount of Seven Thousand Five Hundred Fifty six Dollars and 15 cents (\$7,556.15). Commissioner Steve Marr offered a motion for resolutions approving both programs for the amounts as reported and recommended for write off. Vice Chair Henry Battle offered a second. All present voted aye.

5. ADJOURN:

There being no further business to come before the Board Chair Duffy as for a motion to adjourn. Vice Chair Henry Battle offered a motion to adjourn. Commissioner Steve Marr offered a second. All voted aye.